



To: Joel Boyd, Superintendent  
From: Billie Jo Turner, Assistant Superintendent of Finance/CFO  
RE: Updated Budget for May 17, 2021  
Date: May 13, 2021

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Based on the most recent data released by the Commonwealth, the forecasted revenue within the Superintendent's recommended budget remains accurate for the School Committee's FY22 budgeting process. With the \$178,548,325 in state aid plus the \$15,736,053 in city cash contribution, our General Fund budget is \$194,284,378 for FY21/22. Each year, the Lowell Public School budget is approved by the School Committee in May to allow for a City Council vote in early June. Based on the finance office's analysis of actions taken by the SC during the May 10<sup>th</sup> budget hearing, \$194,104,378 was approved within the line item recommendations that were presented. The remaining \$180,000 of the general fund budget related to the Assistant to Facility Director position and Associate Head of School was shifted to the Suspense account. All other items that were requested to shift to the Suspense on May 10<sup>th</sup> were related to federal grants that do not require any additional action by the SC as part of the general fund budget process.

### **Steps to Finalize General Fund Budget**

The updated budget document (Section 3 of binder) reflects positions that were moved to Suspense based on decisions made by the School Committee on May 10, 2021. These positions are highlighted in yellow and moved to a Suspense page. As reflected, only \$180,000 of General Fund investments were moved to Suspense. This was for the Assistant to the Facility Manager position and the Associate Head of School. A job description for each has been submitted for your review. Thus, the School Committee voted to accept \$194,234,378 on May 10<sup>th</sup>. Next steps to finalize the general fund budget include a final determination of the accounting of the \$180,000. Of important note for the Committee based on District policy, action on the job descriptions and permission to post would have to be acted on at a subsequent meeting beyond the district's budget process before the positions would be hired and the associated funds authorized.

### **Steps to Finalize Plans for Elementary and Secondary Emergency Relief Funds**

All of the remaining budget decisions made on May 10<sup>th</sup> were ESSER related. Thus, no further action is necessary by the School Committee with such items to move ahead with the General Fund budget vote. There were 46 positions funded by ESSER moved to Suspense totaling \$7,587,682. With the addition of the \$180,000 from General Fund, the total suspense line is

\$7,767,682. On Wednesday May 19<sup>th</sup>, the entire ESSER plan will be presented to the full Committee as part of the budget update. While no additional action is necessary for the School Committee regarding the ESSER budget, there will still be next steps for moving ahead with the plan. For instance, each position that the plan recommends will still need to be vetted by the School Committee through the “permission to post” approval process.

### **Recommendation**

**It is recommended that the School Committee vote to adopt the \$194,284,378 General Fund budget on May 17<sup>th</sup>.**

### **Attachments**

- 1) Summary page of items moved to Suspense color coded by general fund (white) and ESSER (green)
- 2) Job Descriptions for Assistant to Facility Director and Associate Head of School

	SCHOOL COMMITTEE SUSPENSE				
Re-Engagement Center Clerk				1.0	\$ 48,000
Director of Technology				1.0	\$ 120,000
Coordinator of Research & Assessment				1.0	\$ 115,000
Virtual Academy Administrator				1.0	\$ 120,000
Associate Head of School			\$ 130,000		
Director of Alternative Education (12 months)				1.0	\$ 120,000
Deputy Chief Academic Officer				1.0	\$ 130,000
Virtual Academy Teachers - 16				16.0	\$ 1,560,000
CLSP Coordinator				1.0	\$ 100,000
Academic Coaches				3.0	\$ 300,000
Data Inquiry Facilitators				3.0	\$ 270,000
ESSER: Supporting Teachers to Improve Classroom Practice					\$ 3,236,682
School Climate Specialists				6.0	\$ 420,000
Student Outreach Liaison				1.0	\$ 50,000
Bilingual Family Liaisons				7.0	\$ 350,000
Parent Ombudsman (FRAC)				1.0	\$ 48,000
Parent Leadership Institute Director				1.0	\$ 120,000
Parent Leadership Institute Stipends					\$ 274,400
Parent Leadership Institute Supplies					\$ 85,600
Assistant to Facility Manager			1.0	\$ 50,000	
Districtwide Safety Specialist				1.0	\$ 120,000
<b>TOTAL</b>			1.0	\$ 180,000	46.0 \$ 7,587,682



**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Assistant to Director of Facilities  
Office of Finance & Operations**

**Performance Responsibilities:**

Under the direction and supervision of the Director of Facilities, the Assistant to the Facilities Director will provide key assistance in the supervising of all operational services for the Lowell Public Schools, including daily mechanics and strategic projects. The position will assist the Facilities Director by making multiple trips per day to school facilities to document issues, deliver necessities, and to deliver and return equipment and supplies. This position will also assist in monitoring, maintaining, inspecting, documenting, spot checking, and reporting on PPE supplies, filters, equipment, and other necessities within the schools.

**Specific Responsibilities:**

- Will assist in the daily operations of the Facilities Department, including but not limited to overseeing cleaning supplies & lawn, snow and janitorial equipment and related inventory;
- Will schedule and perform small maintenance procedures to maintain equipment (oil changes, belts, and spark plugs replacement) when possible;
- Will deliver and pickup supplies, included but not limited to school supplies, gas, oil, share pins, trimming line, PPE products, cleaning chemicals, and the delivery of information and materials to the elected officials for signature and review when needed;
- Will open or close schools at various times of the day or night until a replacement custodian can be called in;
- Will oversee the maintenance schedule of the school department's 9 vehicles- including oil changes, stickers, brakes, etc.;
- Will accompany Facilities Director or Area Managers at meetings, job sites or with contracting vendors, when needed;
- Will provide coverage for Area Facility Managers for short periods of time in their absence (sick days, leave, etc);
- Will assist with the needs of staff and administrators;
- Will assist Area Facility Managers and senior custodians with supply orders and equipment needs;
- Will assist custodians at "one employee" schools with small tasks that take less than 1 hour;
- Will work to build good working relations and communications with all senior custodians in the LPS;
- Other responsibilities as assigned by Director of Operations and Facilities and Chief Operating Officer.

**QUALIFICATIONS:**

- High School Diploma, Bachelor's Degree preferred; but individuals without a Bachelor's degrees with strong, applicable work experience are strongly encouraged to apply.
- Working knowledge of Aspen, Filemaker Pro, Microsoft Office.
- Commitment to racial and educational equity.
- Experience working in a diverse cultural and linguistic setting.

- Strong interpersonal, verbal, and written communication skills with attention to detail.
- Ability to work flexible hours including some nights and weekends.

REPORTS TO: Director of Operations and Facilities & Area Facility Managers  
SALARY RANGE: \$47,000 to \$50,000  
BUILDING ASSIGNMENT: District-Wide  
WORK YEAR: 12-Month position, 3 weeks paid vacation and holidays, Unaffiliated

DRAFT

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Associate Head of School  
Lowell High School**

The Lowell Public Schools (LPS) is one of the largest and most diverse districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. Lowell High School is one of the largest high schools in the state, currently serving approximately 3,000 students. Lowell High School is looking for a passionate and committed leader to join our team who wants to help us reach our vision of realizing the Portrait of a Graduate, achieving our school-wide goals, and assisting in our turnaround efforts. The ideal candidate believes and understands the importance of our district's core beliefs which define a high-quality education as a fundamental civil right of every child in Lowell Public Schools.

The Associate Head of School is a leadership position, reaching across all levels of the school, 9-12, across all curricula disciplines, and across all programmatic offerings. This position works in partnership with the various constituent groups within the school to provide leadership, to measure, implement, and oversee all aspects of teaching and learning.

The ideal candidate will be a team player who has a warm collaborative nature, positive energy, a sense of humor, and is a consensus builder who possesses:

- Excellent skills in communication and technology, including outstanding writing and public speaking skills
- Experience serving in urban schools, with diverse populations
- A deep commitment to the regular evaluation of curriculum, academic programming, and faculty growth and accountability with an eye towards vertical, horizontal, and cross-discipline alignment, relevant and intentional student experiences, and evidence-based teaching and learning
- Experienced with high school secondary reform and turnaround, early college, high school pathways, and other post-secondary initiatives.
- Commitment to personal academic and leadership growth and skill development.

**Responsibilities:**

- Maintains congruence between the School's mission and all programming
- Supervises curriculum integrity, alignment, and articulation across all school programs and grade levels
- Serves as the academic advisor to the Head of School (HOS) as it pertains to curriculum, academic programming, high school reform, and post-secondary planning and personnel
- Meets regularly with all administrators as a group and individually
- Supports best practices in curriculum and pedagogy, based on current research on teaching and learning
- Serves as the director and coordinator of faculty professional development and faculty growth and renewal
- Leads develop and manages meetings, task forces, and all levels of the administrative teams as they pertain to the mission of the school
- Acts as an educational catalyst for best institutional and educational practices



- Work with student groups in defining and achieving the overall objectives and effectiveness of the total school program, including but not limited to the Student Advisory Council
- Co-manages and co-leads the effective implementation of school turnaround initiatives
- Develops and recommends policies for LHS and advises on their applicability District-wide
- Reviews and advises Head of School on disciplinary matters and investigations related to teachers and administrators; investigates matters as directed by Head of School, labor counsel, or Chief Operating Officer, or Superintendent.
- Serves as advisor to Head of School, Chief Operating Officer, HR personnel, and Superintendent on labor negotiations and union relations within Lowell High School.
- Other duties as assigned by the Head of School

#### **Competencies:**

- Commitment to diversity, equity, and inclusion
- Self-assured and confident public speaker
- Exceptional attention to detail
- Believes in restorative practices and has a positive growth mindset
- Creative thinker and problem solver
- Effectively uses technology as a tool for teaching and learning
- Superior organization, prioritization, and self-motivation skills
- Keen understanding of student needs across levels
- Calculated risk-taker, not paralyzed by challenges or failure
- Excellent communication, listening, and negotiation skills
- Knowledge of collective bargaining processes

#### **Specialized Skills, Knowledge, and Expectations:**

- High level of fluency and comfort with ASPEN
- Demonstrated understanding of other instructional technology tools including standard office suite packages like Microsoft Office, Google Educational Apps, and multimedia creation tools and digital media and its application to learning
- An active participant who seeks presentation and leadership opportunities in professional organizations outside of LHS/LPS.
- Experience with the NEASC Accreditation process and 2020 Standards for Accreditation.
- Able to analyze data to increase student achievement
- Bilingual/Bicultural preferred
- 5 plus years of teaching experience and experience as a school leader, preferably in an urban setting
- Assistant Principal and Principal licensure required

REPORTS TO: Head of School  
 SALARY RANGE: \$120,000.00-\$130,000.00  
 BUILDING ASSIGNMENT: Lowell High School  
 WORK YEAR: 12-Month position, Unaffiliated